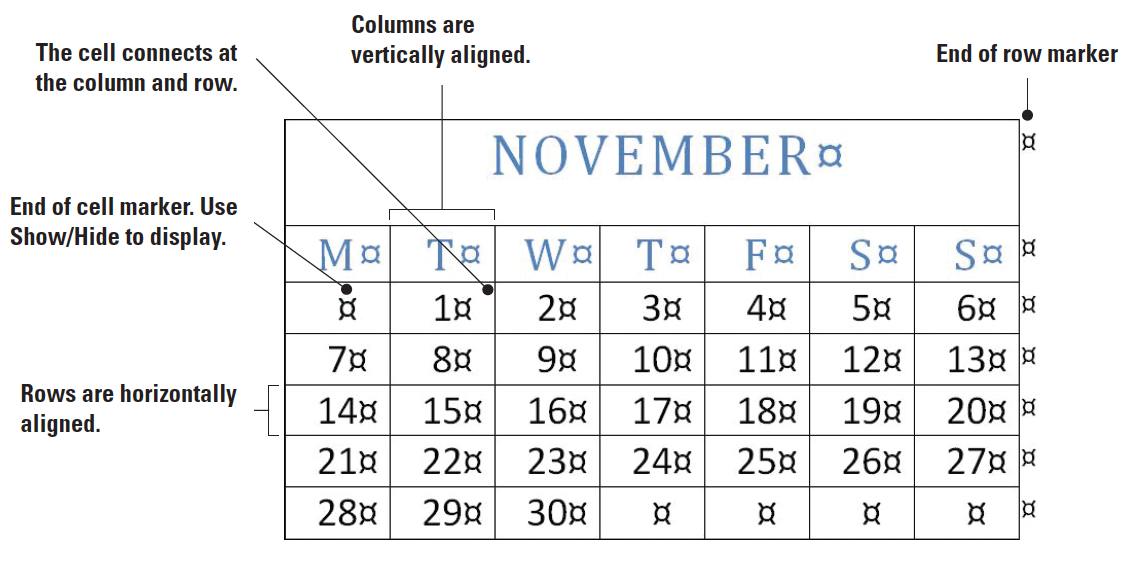
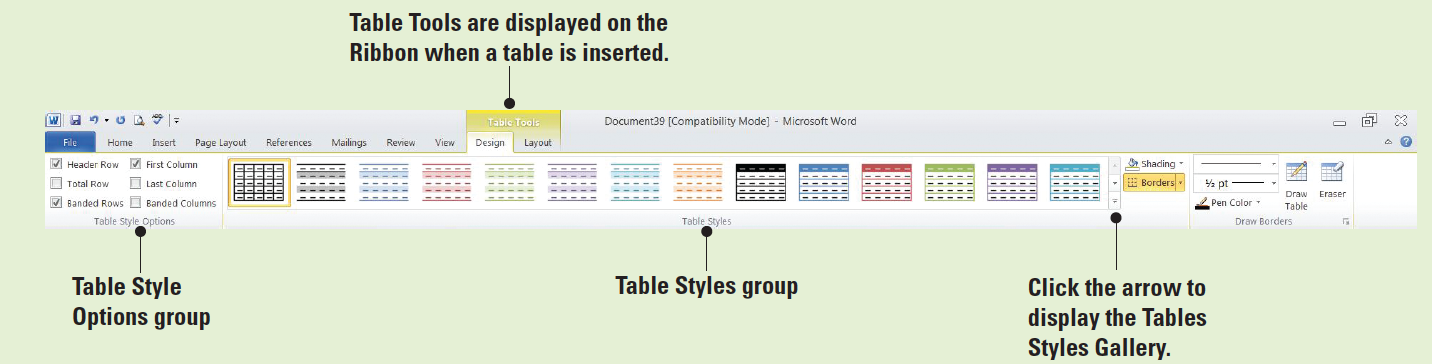
1. Creating a Table
   1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,such as the one shown below, is an arrangement of data made up of horizontal rows and vertical columns.

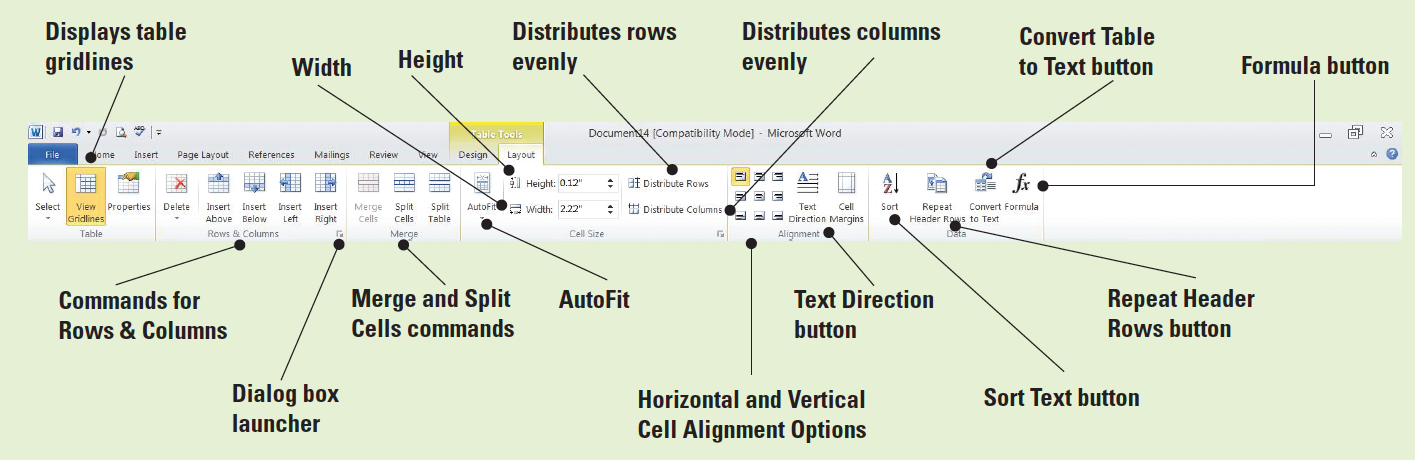


* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are the rectangles that are formed when rows and columns intersect. Tables are ideal for organizing information in an orderly manner.
  2. Word provides several options for creating tables, including the dragging method, the Insert Table dialog box, table drawing tools, and the Quick Table method.

1. **Inserting a Table by Dragging**
   1. You can easily and quickly create a table from the Table menu by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the mouse pointer to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the number of rows and columns.
   2. Using this method, you can create a new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ table with up to eight rows and ten columns.
2. **Using the Insert Table Dialog Box**
   1. The Insert Table dialog box lets you create large tables by specifying up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ columns and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of rows.
   2. Note that in the Insert Table dialog box, you can click the up and down \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or key in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of columns and rows needed in a table.
3. **Drawing a Table**
   1. Word provides the option to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ complex tables using the Draw Table command, which lets you draw a table as you would with a pencil and piece of paper.
   2. The Draw Table command \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the mouse pointer into a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tool, which you can use to draw the outline of the table, then draw rows and columns \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ where you need them.
4. **Inserting a Quick Table**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are built-in preformatted tables, such as calendars and tabular lists to insert and use in your documents.
   2. Word provides a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Quick Tables that you can insert into your documents.
   3. The Quick Table \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be edited to reflect the current month and year.
5. **Software Orientation**
   1. After inserting a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Word displays Table Tools in the Ribbon, as shown below. It is important to become familiar with the commands available in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab under Table Tools. Use this ﬁgure as a reference throughout this lesson as well as the rest of this book.



1. **Formatting a Table**
   1. Once a table has been inserted into a document, a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ style can be applied using Quick Styles from the Table Styles and Table Style Options groups.
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ add a professional appearance to the tables in your documents.
2. **Applying a Quick Style to a Table**
   1. With Quick Styles, it easy to quickly change a table’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   2. You can apply \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to tables in much the same way you learned to apply styles to text in previous lessons, by positioning the insertion point in the table before selecting a style from the Quick Styles gallery.
   3. You can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the style before applying it and change the style as many times as needed.
   4. You can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ an existing Table Style or create a New Table Style and add it to the gallery, then modify or delete it, as appropriate.
3. **Turning Table Style Options On or Off**
   1. Table Style Options enable you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the appearance of the Quick Styles you apply to your tables.
   2. Table Style Options, which are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the Table Style you have selected, apply globally throughout the table.
4. **Turning Table Style Options On or Off**
   1. Table Style Options include:
      1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats the top row of the table
      2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats the last row, which usually contains column totals
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats even rows differently than odd rows
      4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats the first column of the table
      5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats the last column of the table
      6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats even columns differently than odd columns
5. **Software Orientation**
   1. When working with tables, Word displays a new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Table Tools ribbon that is only \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is in use.
   2. The Table Tools Ribbon has \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tabs: the Design tab and the Layout tab.
   3. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab, as shown on the next, includes commands for changing the entire format of a table as well as commands for changing the appearance of individual table components, such as cells, columns, and rows.
   4. Use this figure as a reference throughout this lesson as well as the rest of this book.



1. **Managing Tables**
   1. As with any document that you edit, some \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are always necessary when you work with tables.
   2. After you create a table, you can resize and move its columns, insert columns and rows, change the alignment or direction of its text, set the header row to repeat on several pages, organize data through sorting by text, number or date, convert text and tables, merge and split cells, and work with the table’s properties.
   3. Word’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ make all such edits easier.
2. **Resizing a Row or Column**
   1. Word offers a number of tools for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ rows or columns. You can resize a column or row a couple of ways using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   2. You can use commands in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab to adjust height and width, and Word’s AutoFit command enables you to adjust column width to fit the size of table \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or to fit all content to a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ column width.
   3. In addition, the Table \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dialog box allows you to set the measurements at a precise height for rows or ideal width columns, cells, and tables.
3. **Moving a Row or Column**
   1. When working with tables, it is important to know how to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ columns and rows to better display your data.
   2. By selecting the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ column or row, drag and drop is used for moving data to a new area in the table.
   3. The mouse pointer changes and resembles an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ rectangle underneath with dotted lines.
4. **Setting a Table’s Horizontal Alignment**
   1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ alignment for a table can be set to the left or right margins or centered.
   2. Tables inserted into a report should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the document to maintain the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the report.
5. **Creating a Header Row**
   1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ row is the first row of the table that is formatted differently and should be repeated for tables that extend beyond one page.
   2. When you specify a header row in the Table Style Options group, the row is distinguished from the entire table. Column \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are usually placed in the header row.
6. **Sorting a Table’s Contents**
   1. To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ data means to arrange it alphabetically, numerically, or chronologically. Sorting displays data in order so that it can be immediately located. Text, numbers or dates can be sorted in ascending or descending order.
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ order sorts text from beginning to end, such as from A to Z, 1 to 10, and January to December.
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ order sorts text from the end to the beginning, such as from Z to A, 10 to 1, and December to January.
   4. The Sort dialog box, which you access through the Sort command on the Layout tab in the Data group.
7. **Merging and Splitting Table Cells**
   1. The ability to merge and split table cells provides ﬂexibility in customizing tables.
   2. To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***cells*** means to combine two or more cells into one. Merging cells is useful for headings that extend over several columns.
   3. To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***cells*** means to divide one cell into two or more cells. Cells may be split when more than one type of data needs to be placed in one cell. The Split Cells dialog box enables you to split a cell into columns or rows.
8. **Changing the Direction of Text in a Cell**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text in a cell provides additional options for creating interesting and effective tables.
   2. Changing the direction of text in a heading can be especially helpful.
   3. To change the direction of text in a cell, click the button three times to cycle through the three available directions.
9. **Changing the Position of Text in a Cell**
   1. Word provides you with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ options for aligning text in a cell.
   2. These options enable you to control the horizontal and vertical alignment of cell text, such as Top Left, Top Center, and Top Right.
   3. To change cell text alignment, select the cell or cells you want to align and click one of the nine alignment buttons in the Alignment group on the Layout tab.
10. **Converting Text to Table or Table to Text**
    1. Text separated by a paragraph mark, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, comma, or other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be converted from text to a table or from a table to text.
    2. To convert text to a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, first select the text, then click the Insert tab button, then click the Table button, and finally select Convert Text to Table.
    3. The Convert Text to Table dialog box will appear, and Word will determine the number of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ needed.
11. **Inserting and Deleting a Column or Row**
    1. The Word Layout tab in the Rows and Columns \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, makes it easy to insert a row above or below a column; to the left or right; and to delete cells, columns, rows, and table.